

City of Connell, Washington

Statements are descriptive of the kind and level of work and not intended to be an exhaustive list of responsibilities, duties and skills required of a person in this position.	TITLE <p style="text-align: center;">Accounting Clerk</p>
DEPARTMENT <p style="text-align: center;">City Clerk/Treasurer</p>	CLASS/EXEMPT STATUS <p style="text-align: center;">Non-Exempt</p>
DIVISION <p style="text-align: center;">Fiscal</p>	SUPERVISOR <p style="text-align: center;">City Clerk/Treasurer</p>
CLASSIFICATION RANGE <p style="text-align: center;">16</p>	

Position Definition:

Performs basic posting, filing, and calculating duties. May participate in various board and commission meetings as secretary for minutes. Performs accounting functions such as; accounts payable, accounts receivable, and utility accounting. Also acts as cashier, answer telephone, receive and answer questions of the public, and respond to inquiries from customers and employees.

- **JOB FUNCTIONS/DUTIES** (Note – each individual Accounting Clerk position may be responsible for one or more of any of these essential duties and responsibilities as needed to maintain as much as possible a separation of duties in keeping with (Generally Accepted Accounting Principles), GAAP practices.)
 1. Assists with customer services that include reception, receipt of payments, counter services, and answering telephones.
 2. Balance tills daily.
 3. Performs all daily and monthly task associated with the utility billing cycles.
 4. Performs tasks associated with accounts payable; compiles city bills, processing voucher payments, and the printing and mailing of claim checks.
 5. Coordinates with the Public Works Department and Franklin County PUD scheduling of meter reads for connects and disconnects; as well as the monthly meter reading cycle for city utility billing purposes. Maintains all customer service records, correspondence, receipts, monthly billing reports, rate files and all other records necessary.
 6. Maintains, processes and issues all general business license records, including license billing and renewal process, receipting of payments, and issuing licenses.
 7. Composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy and completeness.
 8. Receive, open, and distribute mail. Operate and maintain postage meter as needed.
 9. Performs procurement and inventory of court supplies.
 10. Assists in the preparation of agendas, recording and transcription of meeting minutes and maintenance of correspondence and filing for various committees, commissions, and boards of the City.
 11. Schedules events and activities in the Connell Community Center. Maintains records of events; receipts rental fees and deposits and prepares refund vouchers.
 12. Assists with custodial duties of maintaining official records and public documents of the City.
 13. Assist with customer service as it may relate to police department, including answering telephone, receipting ticket payments and issuing of dog licenses.
 14. Attend seminars and workshops related to the assigned duties and responsibilities.
 15. Schedules City events and activities, travel arrangements, and training logistics.
 16. Coordinates, maintains and implements civil service employment processes and records.
 17. Assist with the maintenance and posting of the city’s website.

Miscellaneous

Perform additional duties as directed by management.

- **POSITION REQUIREMENTS(Sufficient education, training and experience to demonstrate the attainment of the knowledge and abilities listed below):**

EDUCATION

- High school graduate or equivalent AND

EXPERIENCE

- Two (2) years experience in accounts payable, computer software and operations, record keeping procedures and filing, and business operations, or equivalent specialized educational/training.

- **KNOWLEDGE, SKILLS, ABILITIES, AND SPECIAL REQUIREMENTS**

KNOWLEDGE

- Strong computer skills; Excel, Word, web experience.
- Use of standard office machines and tools.
- Customer services concepts and principles.
- Principles and practices of basic book keeping, administrative support and office practices and procedures.
- Gather, interpret and report a variety of statistical and fiscal analysis data and information.
- Business English, spelling and arithmetic.

SKILLS AND ABILITIES

- Perform cashier duties accurately and timely.
- Effectively communicate orally and in writing.
- Gather, interpret and understand a variety of documents such as city policy and procedure manuals, legal documents and judicial guidelines and instructions.
- Plan and organize daily activities and duties with minimal supervision and direction.
- Resolve conflicts and issues with staff, public and other stakeholders appropriately and timely.
- Establish and maintain effective working relationships with staff, public, city officials, consultants and other public or private organizations.

SPECIAL REQUIREMENTS

- Successfully pass a modified background investigation and be bondable
- Possess a valid Washington State Drivers license.
- Occasionally lifting of up to 25 pounds of supplies and equipment.

PREPARED BY	DATE	SUPERVISOR	DATE	REVIEWED BY	DATE	MAYOR APPROVAL	DATE
M. Peña	7/18/2010			Steve Taylor, CA	7/19/2010		